



SETTING UP VIDEO CONFERENCE CALLS

1. Contact Scott Munson in Employee Support – 538-6109 or smunson@utah.gov – to make sure the video conferencing equipment is available. He also takes care of setting up the equipment and making sure the video connection is working for your conference.
2. Schedule a room
3. If the conference is between “you” and ONLY one other site, Scott Munson in Employee Support will make the arrangements for the connection.
4. If more than 2 sites need to be connected, contact Pat Bryner (she is at the U of U) – 585-2426 or pat.bryner@utahtelehealth.net – and ask to schedule a videoconference bridge. She will need the following information:
 - Name of conference
 - Date
 - Time
 - Who is attending via video
 - Who is paying (see #4 below)
5. Part of your conference cost may be covered by BT grant if you include local health department staff. You will need to contact Rita Heiber – 801-851-7535 or ritah.uchlth@state.ut.us – and explain what your conference is for and who will be included. She will contact Pat Bryner and make arrangements for payment for the Local Health Departments. Rita will also schedule the equipment and rooms at all the LHD you want included in your conference.
6. If the BT Grant does not cover your conference, you will need to contact Kim Wixom in Employee Support. He has an account with Utah Telehealth and will bill your Low Org through it. You will always be required to pay for the Cannon Building connection.
7. If there are technical problems during the conference call, Pat Bryner at 585-2426. If she is not available, try a technician at 860-2249 or 1-877-888-5422.